

BUILDING OFFICIAL

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M111

GENERAL DESCRIPTION OF THE DUTIES

This position administers the City's building code program, supervises unit personnel involved in building inspection and code enforcement; and makes final interpretations of Oregon Structural Specialty Code, other applicable State codes, and City ordinances related to unit activities. The Building Official enforces building codes and ordinances; coordinates building permit and plan review processes; and performs plan reviews and inspections of residential and commercial building projects.

SUPERVISION RECEIVED

This position works under the general supervision of the Community Development Director.

SUPERVISORY EXERCISED

This position is responsible for seldom over 6 FTE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Directs, supervises and evaluates inspectors and office staff. Conducts various supervisory tasks, including training, assigning and reviewing work, and effectively recommends disciplinary actions upon approvals.
2. Evaluates, develops and implements programs, policies and procedures to improve the effectiveness and efficiency of unit responsibilities. Ensures proper documentation of unit activities. Prepares resolutions, ordinances and reports related to unit activities for information/action by others. Develops unit budget and monitor expenditures for compliance to approved budget.
3. Reviews building plans and specifications and related structural construction or alteration including review of engineering/architectural calculations and/or generation of such calculations for compliance with codes. Recommends changes to meet code standards and approve plans. Oversees the issuance of permits and monitor interdepartmental permit processing.
4. Enforces appropriate state codes and safety laws and city ordinances and regulations; approves or disapproves work, issues violation notices; prepares correction notices.
5. Works with builders, architects, developers and property owners to ensure construction, remodeling or repair is in compliance with approved plans and building codes. Makes appropriate recommendations for changes. Conducts final inspection as necessary.
6. Makes final interpretations on Oregon Structural Specialty Code and City ordinances. Provides code information to developers, engineers, contractors, homeowners, etc; respond to citizen inquiries and complaints.

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7. Responds to inquiries from the public; investigate and resolve violations and complaints relating to building codes and ordinances.
8. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Conducts field inspections and evaluates structures under construction, remodeling installations, or repair for compliance to building codes, which may include structural, plumbing, mechanical, and manufactured home installations.
2. Inspects new sidewalk, curb cuts and driveway construction.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough knowledge of current residential and commercial construction techniques, materials and practices that are used by the building construction industry;
- Thorough knowledge of construction inspection methods;
- Thorough knowledge of the Oregon Structural Specialty Code, Mechanical Code, other applicable State codes;
- Thorough knowledge of Mobile Home Administrative Rules and related regulations sufficient to interpret and apply same; and
- General computer literacy.

Ability

- Ability to communicate effectively with the public, members of other agencies, and employees.

EDUCATION AND EXPERIENCE

Equivalent to high school plus broad specialized training equal to two years college in Building Technology and five years related experience including at least two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS, LICENSES

Possession of A-level Structural and Mechanical Inspector certifications by the State of Oregon or possess Oregon Inspector Certification with appropriate International Code Council (ICC) certifications. Must possess Building

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Official certification or ICC Certified Building Official with Oregon Inspector Certification within one month of appointment.

DESIRABLE EXPERIENCE, TRAINING, CERTIFICATIONS

Possession of Building Official, Fire/Life Safety Plans Examiner, Plumbing, Mechanical, A-level Plans Examiner, Manufactured Home and Residential One & Two Family Dwelling, and Recreational Park & Organizational Camp Plans/Construction code certifications. Previous experience as a Building Official.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility under adverse weather conditions and at construction sites where work activities may require climbing, stooping, crawling, etc. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, and standard office equipment.

WORKING CONDITIONS

Usual working conditions include a combination of office and outdoor environments. The noise level in the work environment is typical of most office environments. Depending on the department workload, more than 50% of the work period can involve outdoor environments while conducting inspections.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 11/00

Revised: 05/01

Revised: 4/08

Revised: 11/11